



DEPARTMENT OF WATER RESOURCES EXAMINATION ANNOUNCEMENT



The Department of Water Resources offers Equal Opportunity for all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

SUPERVISING RIGHT OF WAY AGENT DEPARTMENTAL PROMOTIONAL SPOT SACRAMENTO

FINAL FILING DATE	October 7, 2013 Application forms (STD 678) must be postmarked, or submitted in person, no later than the final filing date. Applications postmarked or submitted in person after the final filing date will not be accepted for any reason. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.		
WHO SHOULD APPLY	Applicants must have a permanent civil service appointment with the Department of Water Resources by the final filing date. Must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992; or must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991. Persons applying using Veteran's experience must submit a copy of their DD214 along with their Standard Application (STD 678 Rev. 06/2010).		
HOW TO APPLY	Examination Applications (Form STD 678 Rev. 6/2010) may be mailed or submitted in person by the final filing date to: <table><tr><td>MAILING ADDRESS: Department of Water Resources P.O. Box 942836 Sacramento, CA 94236-0001</td><td>SUBMIT IN PERSON: Department of Water Resources 1416 9th Street, Room 320 Sacramento, CA 95814</td></tr></table> DO NOT SEND APPLICATIONS TO THE DEPARTMENT OF HUMAN RESOURCES OR DEPARTMENT OF WATER RESOURCES' FIELD OFFICES. Applications are available at Department of Water Resources' (DWR) offices, the DWR website: www.water.ca.gov/jobs/currentexams.cfm , local office of the Employment Development Department, the Department of Human Resources (Cal HR), and their website: www.jobs.ca.gov .	MAILING ADDRESS: Department of Water Resources P.O. Box 942836 Sacramento, CA 94236-0001	SUBMIT IN PERSON: Department of Water Resources 1416 9th Street, Room 320 Sacramento, CA 95814
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IDENTIFICATION REQUIRED	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.		
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Question 2 of the "Application for Examination". You will be contacted to make specific arrangements.		
SALARY RANGE	\$6779 - 7698		
ELIGIBLE LIST INFORMATION	A departmental promotional dated list will be established for the Department of Water Resources. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.		
EXAMINATION DATES	The entire examination will consist of a Qualifications Appraisal Interview – Weighted 100%. It is anticipated interviews will be held during October/November 2013 .		
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	NOTE: All applicants must meet the minimum qualifications for this examination by the final filing date. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement. Either I Two years of experience in the California state service performing the duties of a Senior Right of Way Agent. Or II Experience: Five years of progressively responsible experience involving all major phases of the acquisition of rights of way for governmental or public utility use, two years of which must have been in a full supervisory or administrative capacity. (Experience in the California state service applied toward this requirement must include at least two years performing the duties of a class with a level of responsibility not less than Senior Right of Way Agent.) and Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)		

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

POSITION DESCRIPTION	<p>Under general direction, either (1) plans, organizes and directs all right of way work in a district and acts as the District Director's principal assistant; or (2) in large urban districts, supervises a major subdivision of the Right of Way Program and acts as the principal assistant to the Deputy District Director, Right of Way; or (3) in the Division of Right of Way, manages a major phase of the statewide Right of Way Program; acts as a departmental representative, or a staff specialist or consultant in a specific task force, complex project or research study.</p> <p>Positions exist in Sacramento with the Department of Water Resources.</p>
EXAMINATION INFORMATION	<p>This examination will consist of a Qualifications Appraisal Interview – Weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</p>
SCOPE OF EXAMINATION	<p>In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. Analytical methods and information sources which will be used to perform tasks such as appraisal report formulation and preparation.2. Basic arithmetic.3. Basic algebra.4. Basic geometry.5. The development of replacement housing.6. Land development and investment practices.7. Property values and the effect of economic trends upon value and price and on the cost of construction of the improvements with particular reference to metropolitan areas.8. Principles of public administration, including personnel management, budgeting, and supervision.9. The social and economic impact of public improvements.10. The Department's safety, health, affirmative action and labor relations program objectives.11. A supervisor's role in safety, health, affirmative action and labor relations and the processes available to meet these program objectives.12. Principles of public administration including capital program, personnel management, program development, budgeting, and supervision.13. General management principles and practices.14. Management problem-solving methods.15. Principles of policy development and formulation of principles and practices of disseminating public information. <p>B. Ability to:</p> <ol style="list-style-type: none">1. Speak and write English clearly and effectively.2. Read and understand English including engineering terminology and the quasi-legal terminology found, for example, in statutes relating to the California Department of Transportation and in the laws, policies, rules and regulations relating to the appraisal and acquisition of property for public purposes.3. Common methods of describing real property.4. State and Federal relocation assistance requirements.5. Assemble and analyze data and be able to understand, for example, the factors involved in appraising property and principles underlying the appraisals process.6. The effect on property values of deed and tract restrictions, zoning ordinances, setbacks, tax and improvement assessments, easements, and encroachments.7. Make accurate mathematical computations and calculations.8. Reason quickly, logically, and creatively in unique and stressful situations.9. Establish and maintain cooperative relationships with individuals contacted in the course of their work, an example of which is the ability to conduct successful right of way negotiations with the public and with representatives of other governmental organizations.10. Follow directions.11. Organize workload.12. Lead and direct the work of others.13. Make accurate real property appraisals, including the appraisal of complex parcels involving severance damages and benefits.14. Manage, operate, maintain and coordinate clearance of rental properties acquired by the State.15. Effectively coordinate and apply community and environmental concepts and guidelines to the Right of Way Program.16. Conduct private and public sales, conduct complex negotiations, confer with attorneys.17. Develop and prepare capital and support budgets.18. Monitor project scheduling.19. Coordinate right of way certification.20. Prepare route estimates.21. Develop and implement Electronic Data Processing systems.22. Coordinate staff training and development activities.23. Analyze complex situations accurately and adopt or recommend an effective course of action.24. Plan, organize, direct and make decisions involving the work of a right of way staff.25. Effectively contribute to the Department's safety, health, affirmative action and labor relations program objectives.26. Plan, organize, and direct or make decisions involving the work of a large Right of Way staff.27. Develop program direction and concepts.28. Establish and maintain liaison, communication, and a cooperative relationship on interdepartmental levels.
SPECIAL PERSONAL CHARACTERISTICS	<p>Require an interest in and aptitude for real property negotiations and appraisal work, sales ability and the ability to make effective oral presentations before the public, willingness to work at odd hours, and to travel throughout the State.</p>
VETERANS PREFERENCE	<p>Veterans Preference Credit will not be granted in promotional examinations.</p>

GENERAL INFORMATION

The Department of Water Resources reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

For any examination without a written feature it is the candidate's responsibility to contact the Selection Services Section of the Department of Water Resources, (916) 653-4838 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Water Resources' (DWR) offices, the DWR website: www.water.ca.gov/jobs/currentexams.cfm, local office of the Employment Development Department, the Department of Human Resources (CAL HR), and their website: www.jobs.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

If a candidate's notice of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test, and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. California Relay **Telephone Service** for the Deaf or hearing impaired: From TDD phones: 1-800-735-2929; From Voice phones: 1-800-735-2922.

For information regarding this examination, please contact Samantha Cherry (916) 651-6930.

D/P (Rev. 9/13) (SC)